



C-E JV's Standard Operating Procedures (Sent as Separate Documents)



ENCLOSURE A – REMEDIAL ACTION PLAN (RAP) **(Not Included)**



ENCLOSURE B – FORMS



WASHINGTON COUNTY LEAD DISTRICT POTOSI, OLD MINES AND RICHWOODS SITES PROPERTY PRE-EXCAVATION INSPECTION CHECKLIST

To be completed at the time of the Pre-Excavation Site Walk. Photo documentation and any additional notes or information are also required to support the documentation in this checklist.

Property ID: _____ Property Address: _____ Date: _____

Property (Yard) Access (check one, see comments)

Approved By Property Owner	Denied By Property Owner
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	OK	NA	PROBLEM/CONDITION
YARD AREA			
1. Lawn Area			
A. Location of Flower/Plant Boxes			
B. Soil (Grade) next to house			
C. Shrubbery			
D. Trees			
E. Low areas near house (that could cause ponding of water)			
F. Fences and gates			
G. Other (Dogs, livestock, etc.)			
2. Utilities			
A. Water			
B. Gas			
C. Electric			



D. Communications (phone/internet)			
E. Sewer			
F. Other			
3. Driveway			
A. Concrete cracked, damaged			
B. Blacktop cracked, damaged			
C. Uneven Settling			
D. Other:			
4. Sidewalks and Walkways			
A. Concrete cracked, eroded			
B. Tripping hazards			
C. Tree roots cracking, lifting slab			
D. Sections missing			
E. Other			
5. Garage/outbuildings			
A. Settlement cracks in walls			
B. Concrete floor slab cracked or damaged			



C. Door jambs damaged, rotted			
D. Door hard to open, close			
E. Other:			
6. Swimming Pool (Above Ground)			
A. Leakage			
B. Visible damage			
C. Other:			
7. Swimming Pool (Below Ground)			
A. Leakage			
B. Visible damage			
C. Other:			
8. Storm Cellar			
A. Damaged			
B. Indication of Flooding			
C. Other:			
9. Electrical Services			
A. Damaged circuit breaker panel box			
B. Wiring hanging outside			



C. Damaged electric meter			
D. Other:			
EXTERIOR HOUSING AREA			
10. Exterior wall (circle) Brick Siding Other			
A. Brick bulging, spalling, cracking			
B. Mortar loose, needs repointing			
C. Lintel needs repair			
D. Stucco bulging, cracking			
E. Siding dented, damaged			
F. Finish wearing off siding			
G. Siding loose, not level, missing			
H. Siding rotted, possible presence of termites or other pests			
I. Composite shingles worn, broken, or missing			
J. Windows damaged			
K. Other			



11. Gutters and Leaders			
A. Copper discolored, greenish, damaged			
B. Galvanized rusted, patched			
C. Fascia boards rotted, damaged, patched			
D. Drain onto foundation wall			
E. Need to divert water from wall			
F. Soffit vending (circle) Yes No			
G. Concrete slab Cracked, deteriorated			
H. Concrete slab/splash block needed			
I. Other:			
12. Entrance Steps			
A. Concrete Cracked			
B. Brick cracked, mortar loose			
C. Structurally sound			
D. Handrail			
E. Other:			



13. Exterior Doors			
A. Damaged			
B. Opens/closes freely			
C. Weather-stripping			
D. Trim rotted, missing			
E. Jambs rotted, damaged			
F. Frame separation from walls			
G. Others:			

ADDITIONAL COMMENTS: _____

PROPERTY OWNERS SIGNATURE: _____ Date: _____

INSPECTOR SIGNATURE: _____ Date: _____



PRE-EXCAVATION AGREEMENT FORM

Property ID: _____

Property Address: _____

Agreement Number: _____ **Agreement Date/Time:** _____

Issues/Concerns: _____

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

Agreed Solution Between Contractor and Owner: _____

[illegible]**Contractor's Information:**

Printed Name & Date_____

Signature: _____

Phone Number: _____

Property Owner Information:



PROPERTY OWNER ISSUES FORM

Date: _____ Property ID: _____

Property Address: _____

Complaint Number _____ Complaint Date/Time: _____

Property Owner Information:

Printed Name: _____

Signature: _____

Phone Number: _____

Issues/Concerns (include Date): _____

Suggested Solution: _____

Actions Taken by Contractor: _____

Contractor's Information:

Printed Name & Date _____

Signature: _____

Phone Number: _____

Property Owner Information:



POST-EXCAVATION AGREEMENT FORM

Property ID: _____

Property Address: _____

Agreement Number: _____ **Agreement Date/Time:** _____

Issues/Concerns: _____

Agreed Solution Between Contractor and Owner: _____

Contractor's Information: _____ **Property Owner Information:** _____

Contractor's Information:**Property Owner Information:**

Printed Name & Date _____

Signature: _____

Phone Number: _____



PROPERTY OWNER SATISFACTION SURVEY (EXAMPLE FORM)

The purpose of this form is to reflect the Contractor's performance based on the property owners' point of view. The EPA regards customer satisfaction as a very important task and will use these forms as one of the tools to measure the performance of the contractor.

Property ID: _____

Excavation Start Date: _____

Excavation Finish Date: _____

Backfill Start Date: _____

Backfill Finish (with final topsoil and grading) Date: _____

Revegetation Start Date: _____

Date of Property Closeout: _____

Please answer **YES or NO** on the following:

- 1) The Contractor promoted good behavior on the job site:
- 2) The Contractor performed the work while being mindful of my personal property.
- 3) The Contractor performed the work in a timely manner.

Please write a short statement summarizing the Contractor's performance:

On the following scale, please rank the contractor's overall performance (circle)

1- Poor 2 – Acceptable 3 – Good 4 – Very Good 5 – Exceptional

Signature of Property Owner: _____ Date: _____

Printed Name: _____



FINAL PROPERTY CLOSEOUT FORM

Property Address: _____
Owner's Name: _____ Property ID: _____
Date/Time: _____ Areas Excavated _____
Contractor: _____

	YES	NO	N/A
Excavation, General Info			
1. Were the correct area(s) excavated and restored?			
2. Were the correct area(s) of the drip zone excavated and restored?			
Grading, Hydro seeding and Vegetation			
1. Does the grading around the perimeter of the house in excavated areas generally slope away from the house?			
2. Has restoration included seed/sod/gravel and/or landscaping completion in all areas that were excavated?			
3. Does the grass appear to be germinating (for seed) and growing (for seed and sod)?			
4. Are bare spots greater than 9 square inches visible in the grass areas?			
5. Are the restored areas generally firm and evenly graded?			
6. Are the structures (house foundation, porch, sidewalks, etc.) free from hydro-seeding overspray, mud, and dirt?			
7. Was the property graded such that water will not pool on the property?			
8. Was damage to landscaping or plant materials avoided?			
Gates, Fences, and Retaining Walls			



1. Do gates open and close freely?			
2. Were all gates or fences removed during restoration reinstalled to their original state?			
3. Was damage to the gates or fences avoided?			
4. Was damage to retaining walls avoided?			
Foundation, Siding, Gutters,, utilities, Outbuildings and Sheds			
1. Was damage to siding and trim avoided?			
2. Was damage to foundation avoided?			
3. Was damage to windows, doors, and screens avoided?			
4. Was damage to gutters, downspouts, downspout extensions and other drainage structures avoided?			
5. Was damage to utilities and air conditioning units avoided?			
6. Was damage to outbuildings and sheds avoided?			
Sidewalks and Driveways (Concrete or Asphalt)			
1. Was damage to driveway surfaces avoided?			
2. Was damage to walkway surfaces avoided?			

Please attach pre- and post-excavation field sheets and photos

Owner's Comments:



Inspection Notes

As the owner of _____ I acknowledge that all restoration work was completed appropriately and satisfactorily, and no damage remains beyond any settlement agreements with the contractor.

Property Owner: _____ **Date:** _____

All excavation, transportation, disposal, backfilling, landscaping, restoration activities and repairs and/or settlements are complete.

Contractor: _____ **EPA Representative:** _____
Date: _____ **Date:** _____



ENCLOSURE C – REPORTS



Daily Report Form

CONTRACT NUMBER		PROJECT/LOCATION		REPORT NUMBER	
CONTRACTOR (PRIME OR SUBCONTRACTOR)				NAME OF SUPERINTENDENT OR FOREMAN	
WEATHER – A.M. WEATHER – P.M.				TEMPERATURE – A.M. TEMPERATURE – P.M.	
PRIME CONTRACTOR AND/OR SUBCONTRACTOR WORKFORCE					
NUMBER	TRADE	HRS	EMPLOYER	LOCATION/ACTIVITY	
MATERIAL ON-SITE				EQUIPMENT ON-SITE (TYPE, USAGE, REPAIR, ETC.)	



SAFETY VIOLATIONS	CORRECTIVE ACTIONS
RESULT OF QC INSPECTIONS	
ATTACHED DOCUMENTS (cubic yard totals, complaint forms, etc.)	
REMARKS:	
SITE SUPERINTENDENT: _____	
EPA COR: _____	



Bi-Monthly Report Form

CONTRACT NUMBER	PROJECT/LOCATION	REPORT NUMBER
CONTRACTOR (PRIME OR SUBCONTRACTOR)		NAME OF SUPERINTENDENT OR FOREMAN
<p>SITE PROGRESS:</p> <p>PROPERTIES EXCAVATED THIS PERIOD _____ CUMULATIVE _____</p> <p>PROPERTIES BACKFILLED THIS PERIOD _____ CUMULATIVE _____</p> <p>PROPERTIES RESTORED THIS PERIOD _____ CUMULATIVE _____</p> <p>PROPERTIES SIGNED OFF BY THE PO THIS PERIOD _____ CUMULATIVE _____</p> <p>PROPERTIES CLOSED OUT THIS PERIOD _____ CUMULATIVE _____</p> <p>TRUCKLOADS/CY CONTAMINATED MATERIAL REMOVED THIS PERIOD AND TAKEN TO THE REPOSITORY</p> <p style="padding-left: 40px;">GRAVEL _____ SOIL _____ OTHER _____</p> <p>TRUCKLOADS/CY BACKFILL USED THIS PERIOD _____ CUMULATIVE _____</p>		
<p>PROPERTY ID OF UPCOMING PROPERTIES TO BE WORKD ON</p> <p>PROPERTY ID OF PROPERTIES NO LONGER REQUIREING REMEDIATION</p>		
<p>AGREEMENTS MADE WITH PROPERTY OWNERS</p> 		
<p>PREVIOUS ISSUES AND RESOLUTIONS</p> 		



INDIVIDUAL PROPERTY ID's EXCAVATED SINCE LAST REPORT

INDIVIDUAL PROPERTY ID's BACKFILLED SINCE LAST REPORT

INDIVIDUAL PROPERTY ID's RESTORED SINCE LAST REPORT

GENERAL COMMENTS



PERSONEL COUNT AS OF THIS REPORT

FOREMEN

OPERATORS

LABORERS

TRUCK DRIVERS

SOD CREW

REPAIR CREW

OTHERS

